MC0249

Department of Health
and Social Security
April 1963
(Reprinted 1971)

Welsh Office
Scottish Home and
Health Department
HMSO 15p net

CI/SfB
4031 /(7-)+(8-)/ /

HOSPITAL EQUIPMENT NOTE

TRAINING SCHOOL FOR NURSES

14

Department of Health and Social Security: London

Welsh Office: Cardiff

Scottish Home and Health Department: Edinburgh

Hospital Equipment Note Number 14 (Reprinted)

Training School for Nurses

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I. Scope

This Equipment Note gives guidance on the equipment required for a Training School for Nurses. It is intended to be read in conjunction with Hospital Building Note No. 14 which relates to the design of accommodation needed specifically for the theoretical and practical teaching of student and pupil nurses at any hospital

II. General Considerations on the Use of Equipment Notes

Equipment Note No. 1 (Equipping a hospital building) provides an introduction to the series of departmental Equipment Notes, advice on their application, and guidance on the task of preparing equipment schedules for individual building projects. This departmental Equipment Note is intended to be used within the general planning frame-work set out in Equipment Note No. 1 and in the manner described therein.

The following method of classifying equipment, which is explained in more detail in Hospital Equipment Note No. 1, is used throughout the Equipment Notes:

The term " equipment " covers all items necessary for the functioning of the school and includes both non-technical (e.g. furniture) and technical equipment. Short-term consumable supplies such as fuel, stationery, food, drugs and dressings are not included within this term.

Equipment is classified into three groups:

Group I: items usually supplied and fixed by the contractor for the works;

Group II: items having a permanent or semi-permanent location and having a significant effect on space and/or structural requirements:

(*a*) those supplied by the hospital authority and fixed by the contractor for the works;

(*b*) those supplied by the hospital authority and put in position by them or on their instructions outside the general construction contract.

Group III: smaller items, usually storage items, supplied and put in position by the hospital authority.

Exceptionally, in this Note certain items (e.g. bandages and some disposable products) are included which would elsewhere be regarded as short-term consumables but which in training schools will not necessarily be disposable in the normal sense.

III. Special Considerations in Respect of this Note

The equipment detailed in this Note is regarded as suitable for the Training Schools for student and pupil nurses described in Building Note No. 14 and has been listed in room (or space) sequence conforming to that Building Note. The lists are drawn up in such a way that they are applicable to units of varying sizes and of varying designs within the context of the Building Note. To achieve this flexibility, the method of applying the lists will vary from room to room thus:

(*a*) The basic accommodation for a Student Nurse Training School is listed at V, on page 2. The rooms which are required for a school designed for pupil nurses have been marked *, and where the equipment for these rooms differs from that required for a similar room for student nurses, a separate column is given.

(*b*) In the case of classrooms the equipment lists are based on the four sizes of room recommended for students and pupils in the Appendix to Building Note No. 14. The equipment shown for these rooms will need to be multiplied by the number of the different sized classrooms included in the schedule of accommodation for a project.

(*c*) For recurring rooms such as tutors' rooms, discussion rooms and the like, the list shows the equipment for one room and will require to be multiplied by the number of such rooms included in the schedule of accommodation for a project.

A departmental list is given at the end of the schedule for those items which will be in general use throughout the school or for which the location may vary.

It is unlikely that new schools in the larger ranges (300–400 places) will be completely fitted out with new equipment: if a school of this size is built in one phase it will probably be a replacement of an existing school, in which case considerable quantities of existing equipment may be suitable for transfer to the new building. In the case of new hospitals not previously approved as training schools the school may be built in phases, in which case the equipping may similarly be phased.

Fixed items of equipment (Group I) have often already been mentioned (and costed) in the Building Note but it has been thought useful to include them again in the Equipment Note, which represents the results of a comprehensive review of the requirements. Reference should, however, be made to the Building Note—Part V, Engineering Services—for further information on the mechanical services and electrical installation. Structural elements, floor coverings, non-

IV. Cost

specialised heating and lighting fittings and similar items which are basic to any building are not included in the Equipment Note; neither are window blinds and window curtain tracks since the requirements may vary with local circumstances.

Throughout the schedule, for the sake of uniformity, references to towel dispensers are associated with disposal bins for paper towels. Suitable adjustments will need to be made where linen towels are to be used.

In all cases when reference is made to size of school this is related to the total number of students or pupils in training at any one time as defined in Building Note No. 14, Part II.

Guidance on the cost of equipping schools to the standard shown in this schedule is given against the list of equipment for each room. Departmental cost summaries for a range of sizes are shown in the Appendix to the Note. In using these cost figures, the considerations referred to in Section IV of Equipment Note No. 1 should be borne in mind.

The cost figures in this schedule and in the Appendix are related only to Group II and Group III equipment. As a matter of convenience, Group I items of a specialised nature are listed in the room schedules but these have been taken into account in the cost allowance for construction (including engineering) in the appropriate Cost Note in Appendix E to Hospital Building Note No. 2.

V. List of Rooms, etc.

A. Basic Accommodation	Page reference
(*a*) *Teaching accommodation*	
(i) Classrooms*	3
(ii) Practice suite*	3
(*i*) Demonstration room	3
(*ii*) Practice area	4
(*iii*) Ancillary rooms (clean and dirty utility, kitchen and store)	5, 6
Departmental items for practice suite	7
(iii) Lecture room	10
(iv) Discussion room(s)*	11
(v) Library*	11
(*b*) *Staff accommodation*	
(i) Principal tutor's room	12
(ii) Tutors' rooms*	12
(iii) Clerical assistant's office	13
(iv) Lecturer's room	13
(*c*) *Ancillary accommodation*	
(i) Entrance hall*	14
(ii) Sanitary accommodation—students*	15
Sanitary accommodation—staff*	15
(iii) Cleaners' room*	16
(iv) Circulation space: tea bar	16
Departmental items	17
B. Additional Accommodation	
(*a*) *Laboratory*	18
(*b*) *Students' or pupils' common room*	18
(*c*) *Coat and locker space*	18
(*d*) *Kitchenette*	19
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VI. Schedule of Equipment

A. Basic Accommodation

(*a*) TEACHING ACCOMMODATION

(i) *Classrooms*

	Area of room in square feet				Notes
	360	480	600	720	
Basic List					
Group I					
Chalkboard, with chart rail and chalk shelf	24 sq. ft.	36 sq. ft.	36 sq. ft.	36 sq. ft.	B.S. 3030, Pt. 4. Could be removable to display surface suitable for projection. Recommended minimum areas.
Board, notice	1	1	1	1	
Board, demonstration/pin-up	As reqd.	As reqd.	As reqd.	As reqd.	
Storage	11 cu. ft.	20 cu. ft.	24 cu. ft.	28 cu. ft.	
Bench, laboratory	—	1	1	1	In one classroom only.
Sink with laboratory type fittings	—	1	1	1	In one classroom only.
Dispenser, soap	—	1	1	1	In one classroom only.
Gas point, laboratory type	—	If reqd.	If reqd.	If reqd.	In one classroom only.
Direct lighting for chalkboard	As reqd.	As reqd.	As reqd.	As reqd.	
Clock, electric	1	1	1	1	
Socket outlet: single	1	1	1	1	
twin	1	1	1	1	
Group IIa					
Dispenser, towel	—	1	1	1	For laboratory sink.
Group IIb					
Bin, disposal, for paper towels	—	1	1	1	For laboratory sink.
Chair, tutor	1	1	1	1	
Chair, student	18	24	30	36	
Desk, tutor	1	1	1	1	
Desk, student	18	24	30	36	
Stool, tutor	1	1	1	1	
Group III					
Bin, waste paper	1	1	2	4	
Cleaner, board	1	1	2	2	
Pointer, board	1	1	2	2	
Brush, nail and container	—	1	1	1	If laboratory sink provided.
Bunsen burner and tripod	—	2	2	2	If required with laboratory bench.
Carafe, water and tumbler	1	1	1	1	
Cost Guide (excluding Group I) £	140	180	220	260	

(ii) *Practice suite*

This consists of a demonstration area, practice area and ancillary rooms, with the equipment listed in space sequence for convenience. It is followed on page 7 by a list of general items which may be found anywhere within the suite.

(*i*) *Demonstration area*

	Quantity	Notes
Basic List		
Group I		
Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level	1	
Board, pin-up	1	
Dispenser, soap	1	
Storage, high and low level	80 cu. ft.	
Worktop	As reqd.	
Chalkboard, with chalk shelf	1	12 sq. ft., B.S. 3030, Pt. 4. (This could be a mobile board under Group IIb if required.)
Wall fixture for chart display	1	
Chalkboard lighting	If reqd.	
Socket outlet: twin	2	
single	1	
Group IIa		
Dispenser, towel	1	
Group IIb		
Chair, upright, small	10	Fitted with writing arms and/or stackable.
Bin, disposal, for paper towels	1	
Table, side	1	For tutor.
Group III		
Bin, waste paper	1	
Cost Guide (excluding Group I) £	40	

A. Basic Accommodation

(*a*) TEACHING ACCOMMODATION (continued)

(ii) *Practice suite* (continued)

(*ii*) *Practice area*

Under the Building Note recommendations, for a 400-student school two practice areas will be included.

	Students	*Pupils*	*Notes*
Basic List			
Group I			
Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level	1	1	
Clock, electric	1	1	With sweep second hand.
Bedhead light	2	1	Optional.
Patient call/radio bedhead unit	2	1	Optional.
Socket outlet .. .. single	2	1	Optional.
Dispenser, soap	1	1	
Board, pin-up	As reqd.	As reqd.	
Group IIa			
Dispenser, towel	1	1	
Group IIb			
Bedstead, hospital type	2	1	B.S. 1682.
Bin, disposal, for paper towels	1	1	
Chair, upright, small	3	2	
Chair, semi-easy	1	1	
Chair, nursing	1	1	
Cot, children's	1	1	B.S. 1694.
Locker, bedside	3	2	B.S. 1765.
Mattress, bed	2	1	B.S. 1818 or 1819 or 3093
Mattress, cot	1	1	B.S. 1818 or 1819.
Stand, drip	2	1	
Table, overbed	2	1	B.S. 2483.
Trolley, dressing	6 (4 for schools of 100)	2 (4 for schools of 80)	One 24 in. × 18 in., remainder 18 in. × 18 in.
Group III			
Stripper, bed	2	1	B.S. 1854.
Brush, nail and container	1	1	
Holder, chart	3	2	
Model, baby	1	1	
Sphygmomanometer	2	1	B.S. 2744 (3 for schools of 400).
Elevator, bed	1	1	
Cradle, bed, tubular	2	1	
Boards, fracture .. .. set	1	1	
Sandbags or footboards	As reqd.	As reqd.	
Bedrest	2	1	If not incorporated in bed.

	Size of school					
	100	200	300	400	Under 80	80
Cost Guide (excluding Group I) £	300	340	340	350	185	225

Additional List			
Group III			**Cost Guide** (additional list)
Model, adult	1	1	£95.
Patients' record system	1	1	£2 10s. 0d.

(*a*) TEACHING ACCOMMODATION (continued)

(ii) *Practice suite* (continued)

(*iii*) *Ancillary rooms*

These may be planned in bays or within or adjoining the practice room–see Building Note No. 14, Part IV A(ii). The equipment is listed in separate areas for convenience only.

Clean Utility Bay	*Quantity*	*Notes*
Basic List		
Group I		
Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level	1	
Dispenser, soap	1	
Boiling ring or hotplate	1	
Storage	30 cu. ft.	
Worktop	As reqd.	8 ft. run approx. (with trolley storage under).
Storage for C.S.S.D. packs	As reqd.	
Cupboard, DDA	1	B.S. 2881.
Rail, hanging	As reqd.	
Group IIa		
Dispenser, towel	1	
Group IIb		
Bin, disposal, for paper towels	1	
Cost Guide (excluding Group I) £	1	
Additional List		
Group IIa		
Dispenser, syringe	1	
Cost Guide (additional list) £	9	

Dirty Utility Bay	*Quantity*	*Notes*
Basic List		
Group I		
Sink, with elbow or wrist action taps, and drainer	1	
Dispenser, soap	1	
Storage	30 cu. ft.	
Worktop	As reqd.	8 ft. run approx.
Group IIa		
Dispenser, towel	1	
Group IIb		
Cabinet, urine test, complete	1	Lockable.
Bin, disposal, for paper towels	1	
Bin, pedal operated	2	
Stand, soiled linen	2	
Group III		
Mop, hand	1	
Cost Guide (excluding Group I) £	25	

(*a*) TEACHING ACCOMMODATION (continued)

(ii) *Practice suite* (continued)

(*iii*) *Ancillary rooms* (continued)

Kitchen Bay	*Quantity*	*Notes*
Basic List		
Group I		
Storage	30 cu. ft.	
Hotplate or grill	1	
Socket outlet .. single	1	
Board, notice	1	
Group III		
Basin, sugar	2	
Beaker	2	
Bin, disposal	1	
Board, bread	1	
Brush, bottle	1	
Cover, plate	2	
Cup, tea	2	
Cup, egg	2	
Dish, butter	1	
Feeder	2	
Fork, dessert	2	
Fork, dinner	2	
Funnel	1	
Jugs, assorted	4	
Kettle, electric	1	
Knife, bread	1	
Knife, dessert	2	
Knife, dinner	2	
Plate, dessert	2	
Plate, baby's	2	
Plate, dinner	2	
Plate, tea	2	
Plate, soup	2	
Pot, tea	2	
Pot, pepper	2	
Pot, mustard	2	
Pot, salt	2	
Saucepan, milk	1	
Saucer	2	
Spoon, dessert	2	
Spoon, mustard	2	
Spoon, table	2	
Spoon, tea	4	
Spoon, soup	2	
Squeezer, lemon	1	
Strainer, tea	1	
Tray, large	2	
Tray, small	2	
Tumbler	4	
Cost Guide (excluding Group I) £	25	

Store for Practice Suite	*Quantity*	*Notes*
Group I		
Adjustable shelving	60 ft.	Ft. Super.
Cost Guide (excluding Group I) £	—	

(*a*) TEACHING ACCOMMODATION (continued)

(ii) *Practice suite* (continued)

Departmental items

The following is a list of items which may be found anywhere within the Practice Suite area.

	Students	*Pupils*	*Notes*
Basic List			
Group III			
Air ring, rubber	2	1	
Air ring cover	3	2	
Auriscope	1	1	May be combined with ophthalmoscope.
Bandages, various	As reqd.	As reqd.	
Bath, baby, and stand	1	1	
Battery, 1½ volts	2	1	
Bedpan	2	2	
Bib	2	2	
Bucket	2	1	
Bladder sound	2	—	Male and female.
Blanket, bed	16	8	Cellular cotton or woollen.
Blanket, cot, cellular	2	2	
Blood-giving set	2	1	Disposable.
Bottle, feeding, upright with teat	2	1	
Bottle, hot water, rubber	2	1	
Bottle, hot water, cover	2	1	
Bottle, Winchester	2	1	
Bougies, urethral set	1	—	
Bowl, dressing, large with lids	6	6	
Bowl, dressing, medium with lids	12	6	
Bowl, dressing, small with lids	12	6	
Bowl, plastic (washing)	4	4	
Bowl, vomit	4	2	
Brush, bottle, (infant)	1	1	
Brush, hair	2	1	
Brush, tooth	2	1	
Cape, mackintosh	2	1	
Cartons, waxed	6	4	(Or as required.)
Catheter, Foley	1	1	
Catheter, gum elastic	4	2	
Catheter, Jacques rubber	6	4	Assorted.
Catheter, plastic, whistle tip	2	1	
Catheter, Malecote	1	1	
Catheter, Tieman's	1	1	
Chamber, baby's	1	1	
Chisel	1	—	
Cisternal puncture set	1	—	
Clamp, gate	4	1	
Clamps, selection of	3	—	
Clip remover, Michel pairs	1	1	
Cloth, diet	8	4	Disposable if required.
Cloth, medicine	6	3	Disposable if required.
Cloth, tray	4	2	Disposable if required.
Cloth, vomit	6	4	Disposable if required.
Comb, dressing	4	2	
Comb, tooth	2	2	
Connection, glass	12	6	Plastic if required.
Connection, glass, Y-shape	4	1	Plastic if required.
Counterpane, bed	4	4	
Counterpane, cot	2	2	
Cover, bedpan	4	2	Plus disposable covers.
Cover, mattress, plastic	3	3	
Curette, adenoid	1	—	
Curette, flushing	1	—	
Dilator, cervical set	1	—	
Dish, triangular	2	2	
Dispenser, talc powder	2	1	
Douche can	2	1	
Douche nozzle	3	1	
Drum, dressing	2	2	If used.
Drum (glove)	1	1	If used.
Duster	8	4	
Elevator, periosteal	1	—	
Footstool	1	1	
Forceps, aural pairs	2	1	
„ bone cutting „	1	—	
„ bone holding „	1	—	
„ Cheatle „	2	2	
„ dental „	2	1	
„ dissecting „	5	4	
„ dressing „	4	1	
„ Lewers Vulsellum „	2	—	
„ mosquito dissecting, plain „	2	1	
„ mosquito dissecting, toothed „	4	1	
„ nasal „	2	1	

(*a*) TEACHING ACCOMMODATION (continued)
(ii) *Practice suite* (continued)
Departmental items (continued)

	Students	*Pupils*	*Notes*
Basic List			
Forceps, bowl removing .. .. .. pairs	1	1	
„ sinus .. .. „	4	2	
„ Spencer Wells, artery .. .. „	8	4	
„ Spencer Wells, artery, mosquito „	4	—	
„ sponge holding .. .. .. „	4	2	
„ tongue .. .. „	2	1	
„ „ small .. .. .. „	1	—	
Funnel, plastic	4	1	
Funnel, stainless steel	2	1	
Gallipot with lid	12	6	Aluminium foil if desired.
Glass, medicine	8	2	Disposable if required.
„ specimen	10	6	
Gloves, rubber .. .. pairs	4	2	
Gouge	1	—	
Gown, dressing	2	1	
„ nurses	6	2	
Gag, mouth	2	1	
Hammer, patella	2	1	
Handle, Bard Parker, and blades	4	1	
Holder, Cheatle forceps	2	2	
Hook, sharp	2	—	
„ blunt	2	—	
Ice pick	1	1	
Inhaler, Nelson's	2	1	
Intubation set	1	—	
Jug, hot water, large	4	2	
Kettle, steam	1	1	
Knife, palette	1	1	
Luer fitting	2	1	
Lumbar puncture set	1	1	
Mackintosh, draw	8	4	May be rubber, plastic or disposable.
Mallet or hammer	1	—	
Measure, 1-pint	4	2	To be marked in metric measure.
„ 2-pint	4	2	
„ glass, 20-oz.	2	1	
„ „ 10-oz.	4	1	
„ „ 4-oz.	4	1	
„ minim	2	1	
Mirror, dental	1	1	
„ laryngeal	1	1	
Mug, tooth	4	2	May be disposable.
Napkin, baby's	6	4	Disposable if required.
Needle, aneurysm	2	1	
„ exploring	4	1	
„ French's	4	1	
„ round bodied „ curved cutting .. „ hypodermic, size 20 „ „ „ 17 .. .. .. „ „ „ 16 .. .. .. „ „ „ 14 .. .. .. „ „ „ 12 .. .. .. „ „ „ 1	24 assorted	12 assorted	
Nightdress	4	2	
Nightgown, child's	2	2	
Oesophageal tube for stomach washout	1	1	
Oil cup or spoon	1	1	
Ophthalmoscope	1	—	May be combined with auriscope.
Osteotome	1	—	
Oxygen equipment			
Cylinder, carbon dioxide, complete with regulators and flowmeter	1	—	
Cylinder, oxygen, complete with regulators and flowmeter	2	1	
Stand, cylinder	3	1	
Mask, oxygen	As reqd.	As reqd.	BLB masks, plastic or disposable.
Spectacles, Tudor Edwards .. .. pairs	1	1	
Humidifier	1	1	
Universal key	1	1	
Pad, electric	1	1	
Pessary, Hodge	2	—	
„ ring	2	—	
Pillow	10	8	Assorted.
Pillow case	20	12	
Pillow case, protective	4	2	May be disposable or plastic.
Pipette	4	2	
Poultice board	1	1	

(*a*) TEACHING ACCOMMODATION (continued)
(ii) *Practice suite* (continued)
Departmental items (continued)

	Students	*Pupils*	*Notes*
Basic List			
Probe	2	1	
„ Playfairs	1	1	
Proctoscope, with leads and bulb	1	—	
„ without leads and bulb	—	1	
Pyjamas	4	2	
Raspatory	1	—	
Razor	2	1	
Receiver, large, with lids	12	6	
„ medium, with lids	6	6	
„ small, with lids	12	6	
Retractor, various sizes	4	—	
Rougine	1	—	
Rug, knee	2	1	
Sandbag	4	2	
Scalpel	3	1	
Scissors, dressing pairs	4	2	May be disposable.
„ mosquito, sharp-pointed „	2	—	
„ nail „	2	1	
„ stitch „	4	1	
Shears, plaster	1	1	
Sheet, cot	6	6	
„ „ draw	4	4	
„ draw	16	12	
„ top	16	12	
Sieve	1	—	
Skeletal traction—pins and spreaders set	1	1	
Skin traction extension pulley and spreaders set	1	1	
Slide, glass	6	2	
Slipper, bedroom, adult's pairs	2	1	
Smith Petersen pin	1	1	
Spatula, wooden pkt	1	1	
„ metal	3	1	
Speculum, Auvard's vaginal	2	1	
„ Simm's vaginal	2	1	
„ Ferguson's vaginal	2	1	
„ Cusco's	2	1	
Spigot	8	4	
Splint (various), aeroplane, back, Carr's, Thomas'	6	6	
Sponge	6	6	
Spoon, wooden	1	1	
Steinman's pin	1	1	
Steridrip	4	2	
Stethoscope	2	1	3 for schools of 400
Swab, throat	2	1	
Syringe, ear	2	1	
„ glass	1	—	
„ Higginson's	1	1	
„ insulin	2	1	4 for schools of 300 plus
„ 1 ml.	2	1	4 „ „ „ „ „
„ 2 ml.	4	1	8 „ „ „ „ „
„ 5 ml.	2	1	4 „ „ „ „ „
„ 10 ml.	2	1	4 „ „ „ „ „
„ 20 ml.	2	1	4 „ „ „ „ „
Thermometer, bath	2	1	
„ clinical	6	4	10 „ „ „ „ „
„ lotion	4	1	
„ wet and dry	1	1	
„ stand	2	1	
„ wall	1	1	
Tonsil snare	1	—	
Torch	2	1	
Tourniquet	2	1	
Towel, bath	10	6	
„ dressing	20	12	Reduce to 4 if packs used.
„ hand	20	12	Reduce to 4 if paper towels in use.
Tracheostomy set	1	1	
Tray with lid, large	2	1	
„ „ medium	4	2	
„ „ small	4	2	
Trocar and Cannula small set	1	1	
Tube, test	12	12	
„ rectal	3	1	
„ Ryles	3	1	
„ Ryles, plastic	1	1	

(*a*) TEACHING ACCOMMODATION (continued)

(ii) *Practice suite* (continued)

Departmental items (continued)

	Students	*Pupils*	*Notes*
Tubing, rubber .. .. .. lengths	12	3	
Tuning fork	1	1	
Undine, glass	2	1	
Urinal	1	1	
Uterine sound	1	1	
Vest, child's	2	2	
Volkmann's spoon	1	—	
Cost Guide (excluding Group I) £	790	415	
Additional List			
Sterilizer, hospital (boiling water type)	1	1	B.S. 2904.
Cost Guide (additional list) £	35	35	

(iii) *Lecture room*

	Total Number in School				*Notes*
	100	200	300	400	
Basic List					
Group I					
Bench, demonstration	1	1	1	1	Lectern, with suitable lighting, and laboratory sink if required.
Chalkboard, with chalk shelf	As reqd.	As reqd.	As reqd.	As reqd.	
Board, notice	1	1	1	1	
Clock, electric	1	1	1	1	
Wall fixture for chart display	1	1	1	1	
Storage	28 cu. ft.	36 cu. ft.	44 cu. ft.	48 cu. ft.	
Seating, fixed, tiered with adjustable writing surfaces	50*	70	100	138	*Not tiered.
Illuminator, X-ray film (double type) ..	1	1	1	1	
Screen, projector	1	1	1	1	
Direct lighting for chalkboard	As reqd.	As reqd.	As reqd.	As reqd.	
Basin, lavatory	1	1	1	1	
Dispenser, soap	1	1	1	1	
Socket outlet .. .. twin	2	2	2	2	
Group IIa					
Dispenser, towel	1	1	1	1	
Group IIb					
Bin, disposal, for paper towels	1	1	1	1	
Chair, tutor	1	1	1	1	
Projector, film, 16 mm. with sound head ..	1	1	1	1	
Projector, slide	1	1	1	1	
Stand for projectors	1	1	1	1	
Group III					
Bin, waste paper	1	1	2	2	
Cleaner, board	2	2	2	2	
Pointer, board	2	2	2	2	
Carafe, water and tumbler	1	1	1	1	
Cost Guide (excluding Group I) £	325	325	325	325	

(*a*) TEACHING ACCOMMODATION (continued)

(iv) *Discussion room*

	Quantity	*Notes*
Basic List		
Group I		
Board, pin-up	1	
Clock, electric	1	
Group IIb		
Chair, upright, with arms	4	
Chair, upright, with writing arms	6	When this room is used for the varying purposes described in Building Note No. 14, additional furniture may be brought in from elsewhere as required.
Table	1	
Group III		
Bin, waste paper	1	
Cost Guide (excluding Group I) £	60	

(v) *Library*

	Total number in school							*Notes*
	Students				*Pupils*			
	100	200	300	400	40	60	80	
Basic List								
Group I								
Clock, electric	1	1	1	1	1	1	1	
Board, notice	1	1	1	1	1	1	1	
Storage, cupboard	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Group IIb								
Chair	20	30	40	50	10	10	10	
Desk or table, clerk	—	1	1	1	—	—	—	
Cabinet, card index	1	1	1	1	1	1	1	
Cabinet, filing	1	1	1	1	1	1	1	
Shelving	108	216	288	360	72	72	72	Ft. run
Stand, double sloping supports	1	1	1	1	1	1	1	
Table, 6 ft. × 2 ft. 6 in.	2	3	4	5	1	1	1	
Table, 4 ft. × 2 ft. 6 in.	2	3	4	5	1	1	1	
Group III								
Bin, waste paper	1	1	2	2	1	1	1	
Ladder, step	1	1	1	1	1	1	1	
Notice "No Smoking" or ash-trays	1	1	1	1	1	1	1	
Books*	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Cost Guide (excluding Group I) £	725	1,355	1,835	2,315	440	500	560	

*Book cost guide figure calculated as follows:
For the first 40 nurses allow £220
„ „ next 60 „ „ £3 per head
„ „ „ 100 „ „ £4 „ „
For each additional nurse (i.e. beyond 200) allow £3 per head

(*b*) STAFF ACCOMMODATION

(i) *Principal tutor's room*

	Quantity	*Notes*
Basic List		
Group I		
Hook, clothes	1	
Telephone	As reqd.	
Board, pin-up	1	
Wallboard	1	For study programme, allocation of students, etc.
Mirror	1	
Socket outlet	1	
Group IIb		
Bookcase, with cupboard under	1	
Cabinet, filing, 4-drawer	1	
Cabinet, card index	1	
Chair, desk	1	
Chair, easy	2	
Chair, upright, small	2	
Desk, pedestal	1	
Table, committee	1	5 ft. × 3 ft.
Group III		
Bin, waste paper	1	
Desk set	1	E.g. blotting pad, pen and ink stand, letter trays, etc., according to individual requirements.
Cost Guide (excluding Group I) £	115	

(ii) *Tutors' rooms*

For each the following:

	Quantity	*Notes*
Basic List		
Group I		
Hook, clothes	1	
Telephone	As reqd.	Senior tutor only.
Board, pin-up	1	
Mirror, small	1	
Socket outlet	1	
Group IIb		
Bookcase	1	
Cabinet, filing, 4-drawer	1	
Cabinet, card index	1	
Chair, desk	1	
Chair, easy	1	
Chair, upright, small	1	
Desk	1	
Table, side	1	
Cupboard	1	6 ft. × 3 ft. lockable.
Group III		
Bin, waste paper	1	
Desk set	1	E.g. blotting pad, pen and ink stand, letter trays, etc., according to individual requirements.
Cost Guide (excluding Group I) £	95	

(b) STAFF ACCOMMODATION (continued)

(iii) *Clerical assistant's office*

	Quantity	*Notes*
Basic List		
Group I		
Board, notice	1	
Board, key	1	
Hook, clothes	1	
Telephone	As reqd.	
Group IIb		
Cabinet, filing, 4-drawer	1	
Cabinet, card index	1	
Chair, desk	1	
Chair, typist's	1	
Desk, writing and typing	1	
Duplicator	1	
Typewriter	1	
Cupboard, stationery	1	5 ft. × 2 ft. with shelves (or equivalent capacity in other sizes).
Group III		
Bin, waste paper	1	
Tray, correspondence	1	
Sundry office requisites	As reqd.	E.g. stapler, punch, scissors, ruler, etc.
Cost Guide (excluding Group I) £	150	

Waiting space adjoining Clerical assistant's office

	Quantity	*Notes*
Basic List		
Group I		
Hook, clothes	4	
Group IIb		
Chair, upright, small	4	
Table, occasional	1	
Group III		
Ashtray	2	
Cost Guide (excluding Group I) £	20	

(iv) *Lecturer's room*

	Quantity	*Notes*
Basic List		
Group I		
Mirror	1	
Hook, clothes	As reqd.	
Group IIb		
Chair, upright, small	3	
Chair, easy	2	
Table	1	
Group III		
Ashtray	1	
Bin, waste paper	1	
Brush, clothes	1	
Cost Guide (excluding Group I) £	40	

(c) ANCILLARY ACCOMMODATION

(i) *Entrance hall*

It is envisaged that if there is no common room provided, students will use this area for coffee breaks. The equipment for a common room, if provided, is listed under B(b)—Additional Accommodation, on page 18.

(Where no common room is provided)	*Total Number in School*								*Notes*
	Students				*Pupils*				
	100	200	300	400	20	40	60	80	
Basic List									A public telephone box may be provided in this area.
Group I									
Clock, electric	1	1	1	1	1	1	1	1	
Board, notice	1	1	1	1	1	1	1	1	If required.
Board, display	1	1	1	1	1	1	1	1	If required.
Group IIb									
Chair	5	10	15	20	3	6	9	12	Wall benches or window seats may be used here in conjunction with chairs to provide attractive additional seating accommodation.
Table, occasional	1	1	2	2	1	1	2	2	
Group III									
Ashtray	2	2	4	4	1	1	2	2	
Cost Guide (excluding Group I) £	40	80	120	160	25	50	75	100	

Additional List

Group III: Plant troughs and stands, as required. Cost Guide variable, according to type.

(Where common room is provided)	*Students*				*Pupils*				*Notes*
	100	200	300	400	20	40	60	80	
Basic List									A public telephone box may be provided in this area.
Group I									
Clock, electric	1	1	1	1	1	1	1	1	
Board, notice	1	1	1	1	1	1	1	1	If required.
Board, display	1	1	1	1	1	1	1	1	If required.
Group IIb									
Chair	2	2	4	4	2	2	2	2	
Table, occasional	1	1	2	2	1	1	1	1	
Group III									
Ashtray	1	1	2	2	1	1	1	1	
Cost Guide (excluding Group I) £	20	20	40	40	20	20	20	20	

Additional List

Group III: Plant troughs and stands, as required. Cost Guide variable, according to type.

(*c*) ANCILLARY ACCOMMODATION (continued)

(ii) *Sanitary accommodation: students*

The equipment is shown on a unit basis. Guidance on the scale of provision is given in Building Note No. 14.

	Quantity	*Notes*
Basic List		
Group I		
W.C. suite	1	
Toilet paper fitting	1	
Basin, lavatory	1	
Dispenser, soap	1	
Mirror	1	
Hook, clothes	As reqd.	In W.C. cubicle and also associated with lavatory basin.
Shelf	As reqd.	
Group IIa		
Dispenser, towel	1	
Group IIb		
Bin, disposal, for paper towels	1	
Group III		
Brush, lavatory, and holder	1	
Cost Guide (excluding Group I)	£1 10s.	
Additional List		
Group I		
Holder, paper bag	1	
Group IIb		**Cost Guide (additional list).**
Dispenser, sanitary towels	1	£10 10s.
Bin, pedal operated (or paper sack holder)	1	£1 10s.

(ii) *Sanitary accommodation: staff*

The equipment is shown on a unit basis. Guidance on the scale of provision is given in Building Note No. 14.

	Quantity	*Notes*
Basic List		
Group I		
W.C. suite	1	
Toilet paper fitting	1	
Basin, lavatory	1	
Dispenser, soap	1	
Mirror	1	
Hook, clothes	As reqd.	In W.C. cubicle and also associated with lavatory basin.
Shelf	As reqd.	
Group IIa		
Dispenser, towel	1	
Group IIb		
Bin, disposal, for paper towels	1	
Group III		
Brush, lavatory, and holder	1	
Cost Guide (excluding Group I)	£1 10s.	
Additional List		
Group I		**Cost Guide (additional list).**
Holder, paper bag	1	
Group III		
Dispenser, sanitary towels	1	£10 10s.
Bin, pedal operated (or paper sack holder)	1	£1 10s.

(*c*) ANCILLARY ACCOMMODATION (continued)

(iii) *Cleaners' room*

The following list shows the basic requirements. Extra provision may need to be made in a large school according to circumstances.

	Quantity	*Notes*
Basic List		
Group I		
Bucket sink	1	
Storage	18 cu. ft.	For day-to-day stock of cleaning materials, etc.
Drainer or worktop	1	At working height for washing of cloths, etc.
Racks, pegs or hooks for implements	As reqd.	
Group IIb		
Trolley, domestic, small	2	
Holder, paper sack	1	
Group III		
Cleaner, vacuum	1	B.S. 3028.
Scrubber/polisher, electric	1	
Cleaning utensils	As reqd.	
Cost Guide (excluding Group I) £	150	

(iv) *Circulation space: tea bar*

This may be provided by a mobile trolley serving at breaks. In larger establishments it may be necessary to have a permanent counter as below:

	Quantity	*Notes*
Basic List		
Group I		
Counter, with shelf storage below	6 ft.	
Storage, part lockable	28 cu. ft.	
Cost Guide (excluding Group I) £	—	

Departmental List for Teaching Department generally

Generally items are shown throughout the list in the rooms where they will normally be found in the department. In addition the items shown below relate to the department as a whole. Some of these items will have fixed locations which will be decided at the planning stage for each school, while others are mobile and may be used in various places. It is realised that in-service training and other commitments may necessitate additional equipment in some schools. Wherever possible equipment should be shared with the associated hospital.

	Total number in school								*Notes*
	Students				*Pupils*				
	100	200	300	400	20	40	60	80	
Basic List									
Group I									
Incinerator	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Group IIa									
Fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions.
Group IIb									
Cabinet, chart	1	1	1	1	1	1	1	1	Double elephant size.
Illuminator, X-ray films (single type)	1	1	1	1	1	1	1	1	For classroom use.
Projector, film, 16 mm. with sound head	—	—	—	—	1	1	1	1	In schools for students these are provided in the Lecture Room list on p. 10, though they will of course be mobile for use elsewhere.
Projector, slide	—	—	—	—	1	1	1	1	
Stand, projector	—	—	—	—	1	1	1	1	
Screen, projector	1	1	1	1	1	1	1	1	
Stand, skeleton	1	1	1	1	1	1	1	1	
Microscope	1	1	1	1	—	—	—	—	If facilities are not available within the hospital more may be required in the larger schools.
Locker, small	25	50	75	100	6	8	10	12	Block of small lockers for students' books and personal possessions.
Window curtains	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	These will vary according to circumstances.
Rugs	,,	,,	,,	,,	,,	,,	,,	,,	
Group III									
Sharpener, pencil	1	1	2	2	1	1	1	1	
Stopwatch	1	1	1	1	1	1	1	1	
Charts									
Anatomical	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Hygiene	,,	,,	,,	,,	,,	,,	,,	,,	
Models and Bones									
Brain	2	2	2	2	1	1	1	1	In the larger schools more may be required.
Ear	2	2	2	2	1	1	1	1	
Embryo	2	2	2	2	1	1	1	1	
Eye	2	2	2	2	1	1	1	1	
Foot	2	2	2	2	1	1	1	1	
Heart	2	2	2	2	1	1	1	1	
Kidney	2	2	2	2	1	1	1	1	
Larynx and trachea	2	2	2	2	1	1	1	1	
Spinal cord	2	2	2	2	1	1	1	1	
Sagittal section, female pelvis	2	2	2	2	1	1	1	1	
Skeleton, adult	2	2	2	2	1	1	1	1	
Skeleton, half only, disarticulated	2	2	2	2	1	1	1	1	
Skull	2	2	2	2	1	1	1	1	
Torso	2	2	2	2	1	1	1	1	
Pelvis with ligaments and foetal model	2	2	2	2	1	1	1	1	
Cost Guide (excluding Group I) £	950	1000	1050	1100	900	910	920	930	
Additional List									
Group III									**Cost Guide (additional list).**
Tape recorder	1	1	1	1	1	1	1	1	£60.
Ladder, step	1	1	1	1	1	1	1	1	£4.

B. Additional Accommodation

(*a*) *Laboratory*

	Quantity	*Notes*
Basic List		
Group I		
Bench, laboratory	1	
Sink, with laboratory type fittings	2	
Storage	50 cu. ft.	Approx.
Basin, lavatory	1	
Dispenser, soap	1	
Chalkboard, with chart rail and chalk shelf	1	
Chalkboard lighting	If reqd.	
Bench, tutor, with sink, laboratory type fitting	1	
Gas points, laboratory type	As reqd.	
Socket outlet twin	1	
Group IIa		
Dispenser, towel	1	
Group IIb		
Bin, disposal, for paper towels	1	
Cabinet, urine test, complete	1	Lockable.
Stool	12	
Chair, tutor	1	
Group III		
Bin, waste paper	1	
Brush, nail, and container	1	
Bunsen burner and tripod	12	
Rack, test tube	As reqd.	
Board, dissecting	12	
Forceps, dissecting	As reqd.	
Instruments, dissecting	As reqd.	
Cost Guide (excluding Group I) £	120	

(*b*) *Students' or pupils' common rooms*

The provision and size of a common room will depend on the location and size of the school as described in Building Note No. 14. The following is a list of the equipment which would be required for a common room to serve 20 occupants.

	Quantity	*Notes*
Basic List		
Group I		
Bookcase, shelves or magazine rack	As reqd.	
Clock, electric	1	
Board, notice	1	
Group IIb		
Chair	20	A variety of chairs to include upright and easy.
Table, occasional	3	
Table, side	2	
Group III		
Ashtray	6	
Bin, waste paper	1	
Cost Guide (excluding Group I) £	175	

(*c*) *Coat and locker space*

	Quantity	*Notes*
Basic List		
Group I		
Lockers, with hanger and shelf for caps	As reqd.	Ventilated.
Heated tubes for clothes drying	,,	Connected to hot water system circulation.
Mirror, long	,,	
Shelf, small	,,	
Bench, low, wall fitted	,,	For shoe-changing.
Racks, wooden, over heated tubes	,,	
Cost Guide (excluding Group I) £	—	

B. Additional Accommodation

(d) Kitchenette

	Total Number in School					Notes
	Pupils 20–80	*Students*				
		100	200	300	400	
Basic List						
Group I						
Boiling unit, two ring	1	1	1	1	1	
Boiler, water, instantaneous, 2½ pints per minute	—	—	1	1	1	
Storage, lockable	32cu.ft.	35 cu. ft.	38 cu. ft.	41 cu. ft.	44 cu. ft.	
Sink and double drainer	1	1	1	1	1	Stainless steel.
Basin, lavatory	1	1	1	1	1	
Dispenser, soap	1	1	1	1	1	
Socket outlet .. single	2	2	2	2	2	
Group IIa						
Dispenser, towel	1	1	1	1	1	
Dispenser, tea towel	1	1	1	1	1	
Group IIb						
Bin, disposal, for paper towels and tea towels	1	1	1	1	1	
Refrigerator, domestic type	1	1	1	1	1	
Trolley, service, general purpose	1	1	1	1	1	
Group III						
Basin, sugar, individual	2	2	2	2	2	
Basket, sink, or tea strainer	1	1	1	1	1	
Bin, rubbish	1	1	1	1	1	} Or paper sack holders.
Bin, swill	1	1	1	1	1	
Board, bread	1	1	1	1	1	
Bowl, sugar	1	1	1	1	1	
Broom, soft	1	1	1	1	1	
Brush, nail, and container	1	1	1	1	1	
Bucket, plastic	1	1	1	1	1	
„ mop	1	1	1	1	1	
Container, coffee	1	1	1	1	1	
„ sugar	1	1	1	1	1	
„ tea	1	1	1	1	1	
Cover, food, plastic	1	2	2	4	4	
Cup, tea	14	30	60	60	72	
Dish, butter	1	1	1	1	1	
Dispenser, milk	1	1	1	1	1	
Dispenser, sugar	1	1	1	2	2	
Dustpan	1	1	1	1	1	
Jug, milk, 1 pint	1	1	1	1	1	
„ „ 2 pint	1	1	1	2	2	
„ „ 4 pint	1	1	2	2	2	
„ „ individual	2	2	2	2	2	
„ hot water, 1 pint	1	1	1	1	1	
„ „ „ individual	2	2	2	2	2	
Kettle, 3–4 pint	1	—	—	—	—	
Kettle, 6 pint	1	2	1	1	1	
Knife	2	4	6	12	12	
Knife, bread	1	1	1	1	1	
Mop	1	1	1	1	1	
Opener, bottle	1	1	1	1	1	
Opener, tin	1	1	1	1	1	
Plate, tea	14	30	60	75	100	
Pot, tea, individual	2	2	2	2	2	
„ „ 2 pint	1	1	—	—	—	
„ „ 4 pint	1	—	1	1	1	
„ „ 6 pint	1	2	3	1	1	
Saucer	14	30	60	75	100	
Saucepan, double, aluminium, 4 pint	1	—	—	—	—	
„ „ „ 8–10 pint	—	1	1	1	1	
Spoon, tea	14	30	60	75	100	
Strainer, coffee	—	—	—	1	1	
Table	1	1	1	1	1	
Tongs, food service	2	4	4	6	6	
Tray	6	6	6	6	6	
Tray, food, plastic	3	3	3	6	6	
Tumbler	10	24	42	42	48	
Tin, storage, cakes	1	1	1	1	1	
Tin, storage, biscuits	1	1	1	1	1	
Urn, 3 gallon	—	—	—	1	2	
Cost Guide (excluding Group I) £	115	125	135	150	170	

DEPARTMENTAL COST SUMMARY

(To be read in conjunction with the explanatory notes in Section IV of this Equipment Note and Section IV of Hospital Equipment Note No. 1)

The room cost guide figures for basic equipment (Groups II and III) applied to standard schedules of basic accommodation for departments of various sizes, suggest departmental equipment cost totals of the following order:

Total number in school							
Students				*Pupils*			
100	200	300	400	20	40	60	80
£	£	£	£	£	£	£	£
4,150	5,325	6,250	7,750	2,050	2,550	2,800	3,000

In these totals no account is taken of the following:

(*a*) Equipment required for basic accommodation additional to the basic list, some guidance on which is given under the appropriate rooms;

(*b*) Equipment required in " additional accommodation ", cost guides for which are shown on the appropriate pages as for basic accommodation.

Department of Health and Social Security
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1	Equipping a hospital building	9p (11½p)
4	Ward units	31p (33½p)
6	Diagnostic X-ray department	17½p (22p)
8	Physiotherapy department	23p (25½p)
9	Occupational therapy department	20p (24½p)
10	Kitchens	17½p (20p)
11	Dining rooms	10p (12½p)
12	Out-patient department	25p (29½p)
14	Training school for nurses	15p (17½p)
15	Pathology department	25p (29½p)
16	Boiler house and steam boiler plant	7½p (10p)
18	Administrative department	32½p (37p)
19	Department of medical photography and medical illustration	14p (16½p)
20	Mortuary and post-mortem room	15p (17½p)
21	Maternity department	72½p (79p)
22	Accident and emergency department	42½p (47p)
23	Children's ward	17½p (22p)
24	Residential accommodation for staff	29p (33½p)
25	Laundry	In prep
28	Dental department of the out-patient department	30p (32½p)
31	Psychiatric ward (type 1)	16p (18½p)
32	Psychiatric ward (type 2) and pre-discharge (hostel type) ward	30p (34½p)

Printed in England for Her Majesty's Stationery Office
by A. Wheaton & Co., Exeter
Dd. 160981 K40 9/71

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Published by
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